Summary Report for Individual Task
805C-420-6007
Administer Personnel Information Management
Status: Approved

Condition: You are assigned as a Human Resources (HR) professional in a deployed unit responsible for maintaining timely and accurate personnel information data for Soldiers assigned to your unit. You have access to HR enabling systems and the references listed on the enclosed table. This task should not be trained in MOPP 4.

Standard: Administer procedures to review and update Soldiers' personnel information that provides timely and error-free information to the commander that will assist in the decision-making process.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to maintain and report accurate and timely personnel information for Soldiers assigned to your unit.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references and technical manuals not available online will be provided by the local command.

Performance Steps

1. Communicate the mission of Personnel Information Data Management.

    a. Timely and accurate personnel data on Soldiers and Civilians.

    b. Timely and accurate personnel strength and accountability information.

2. Define Personnel Information Management (PIM) responsibilities at each echelon of command.

    a. Battalion S-1.

    b. Brigade S-1 / Special Troops Battalion (STB) S-1.

    c. Human Resources Sustainment Center (HRSC).

    d. Corps / Division G-1/AG.

    e. Army Service Component Command (ASCC) G1/AG.

3. Define S-1 Personnel Automation System (PAS) responsibilities.

    a. Grant access to personnel information systems for authorized users.

    b. Ensure users have connectivity to key HR enabling systems (Human Resources Command Identify Management System (HIMS), electronic Military Personnel Office (eMILPO), Total Officer Personnel Information Management System II (TOPMIS II), Enlisted Distribution and Assignment System (EDAS), Deployed Theater Accountability System (DTAS), iPERMS, Defense Casualty Information Processing System-Casualty Forward (DCIPS-CF), and other HR systems as applicable).

    c. Employ HR enabling systems for updating Soldier information.

    d. Ensure accurate and timely updating of the database of record.

    e. Review key HR enabling systems reports and outputs (includes, but not limited to):

        (1) eMILPO generated reports or data store queries.

        (2) Officer / Enlisted Record Brief.

        (3) DD Form 93 (Record of Emergency Data).

        (4) Service Member's Group Life Insurance via SGLV Form 8286.

        (5) HR Metrics.

        (6) Officer / Enlisted Record Brief.

        (7) Human Resources Authorization Report (HRAR) (AAA-161) (formerly known as the Unit Manning Report (UMR)).

        (8) Unit Personnel Accountability Report (AAA-162).

(9) Multiple readiness report and individual data queries for Soldier information.

(10) Enlisted Promotion Reports (AAA-117 and AAA-294).

(11) Personnel Grade Strength Report.

(12) Personnel Asset Visibility Report.

f. Implement and enforce information / data security standing operating procedures (SOP).

4. Administer Manual Personnel Information Data Requirements and Management tools.

a. Appoint Official Records Custodian (ORC).

b. Appoint Records Manager(s) (RM).

5. Determine official documents authorized for filing in the Army Military Human Resource Record (AMHRR).

a. Identify Key Supporting Documents (KSD) folders.

(1) Performance.

(a) Evaluation (EVAL).

(b) Education (EDUC).

(c) Commendatory (COMM).

(d) Disciplinary (DISC).

(2) Service.

(3) Restricted.

(4) Flight.

(5) Medical.

(6) State / territory.

b. Conduct annual review of Soldiers' records using Records Review Tool (RRT).

6. Upload authorized AMHRR documents using the interactive Personnel Electronic Records Management System (iPERMS).

a. Verify documentation for change in Soldier status.

b. Verify Soldier's eligibility for change in status.

c. Upload documentation to iPERMS.

d. Batch documents in iPERMS for validation and log the batch number.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Communicated the mission of Personnel Information Data Management.			
2. Defined PIM responsibilities at each echelon of command.			
3. Defined S-1 Personnel Automation System (PAS) responsibilities.			
4. Administered Manual Personnel Information Data Requirements and Management tools.			
5. Determined official documents authorized for filing in the Army Military Human Resource Record (AMHRR).			
6. Uploaded authorized AMHRR documents using the interactive Personnel Electronic Records Management System (iPERMS).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AAA-347	Enlisted Records Brief	Yes	No
	AAA-348	Officer Record Brief	Yes	No
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdffiles/r600_8_104.pdf	Yes	Yes
	DD FORM 93	RECORD OF EMERGENCY DATA	Yes	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website (https://emilpo.ahrs.army.mil)	Yes	Yes
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No
	SGLV FORM 8286	Servicemen's Group Life Insurance Election and Certificate	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None